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| Emergency shelter: |  | | |
| **Date commenced:** |  | **Date completed:** |  |

| Date | Time 24hr | Communication method and direction - in or out | Communication  to or from name | Details | Action completed  Y or N, Date |
| --- | --- | --- | --- | --- | --- |
| <6/11/24> | <12:00> | T – Telephone  E – Electronic: email or WebEOC  V – verbal  N - Notes  <E – In> | <John Smith shelter manager> | <Prepare to activate shelter> | <Y - 7/11/24> |
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